

CIF Catalog Creation Ariba Network

CIF Catalog Creation



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Agenda

- Introduction
- What is a CIF Catalog?
- How to create a CIF Catalog from the CIF Template
- Uploading and Publishing the Catalog on the Ariba Network
- Update a CIF Catalog
- Ariba Network Support

Introduction

Catalogs are the main communication channel between you and your customers. This guide contains training and instructions on how to create, store and publish your CIF catalog on the Ariba Network to make it available to Atmus.



What is a CIF Catalog?



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What is a CIF Catalog?

- A CIF Catalog is a static catalog (a text file) stored on the Ariba Network that describes the products and services your organization offers and the prices you charge. Your customers access your catalogs through their Procurement applications to purchase product and service offerings from you.
- It allows a rapid deployment, great compliance control, and low setup cost and complexity.
- Atmus will be able to see, compare and buy your items from their Procurement system.

Example CIF Catalog view from a Buyer

ARIBA SPEND MANAGEMENT **Test Site** Return to Service Manager | Home | Help | Logout
Acting as: GSO Catalog Management Admin
Welcome Anna Kaczmarek - GSO Sandbox - P2O - Test

Home **Catalog** Search Manage Community

Shop By Category: All Categories

Shop By Category

- Books, Forms and Pri...
- Computers and IT equ...
- Machinery and Tools
- Maintenance, Repair ...
- Miscellaneous
- Office Products
- Promotional Items
- Raw Materials
- Services

Shop By

- Supplier

Recently Viewed Items

Stand,Monitor,Drawer Only Apex Corporation (AN Supplier) \$10.75 USD	DR. 0-100 LE72-144 LS72-144 34962-20 AribaTestSupplierAnna €0.89 EUR	SUPPORT FER A REPASSER AribaTestSupplierAnna €32.50 EUR	5 Plots Caoutchouc Cylindrique 2 Tiges Filete AribaTestSupplierAnna €13.86 EUR

Recently Viewed Suppliers

Apex Corporation (AN Supplier)	AribaTestSupplierAnna	EPrint Technologies (AN - Fulfillment, ACP FT)	AribaSupplierTest
<ul style="list-style-type: none"> Computer Display Gla... Miscellaneous Comput... Monitor Arms or Stands View all 	<ul style="list-style-type: none"> Agricultural and For... Automatic Labeling S... Industrial Process M... View all 	<ul style="list-style-type: none"> Charts or Maps or At... View all 	<ul style="list-style-type: none"> Miscellaneous Office... View all

Favorites

Default Favorites Folder

Categories With Most Items

Measuring and Observing and Testing Instruments	Material Handling Machinery and Equipment	Personal Safety and Protection	Hardware



How to create a CIF Catalog from the CIF Template



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Download the Atmus CIF Catalog Template

Atmus Supplier Information Portal

Click **Customer Relationship** at Administration Navigator.

The portal link is located next to Atmus name in the middle of the screen.

In the Catalogs section, click on the link **CIF template** and save the Excel file in your computer

The screenshot displays the 'Account Settings' page for 'EA Test Supplier1'. The 'Customer Relationships' tab is active, showing options for receiving relationship requests. A dropdown menu is open, highlighting 'Customer Relationships'. Below, a table lists 'Current' relationships, with a 'Supplier Information Portal' link highlighted for 'EA Buyer 02'. A separate window shows the 'Catalogs' section, listing various templates and webinars, with 'CIF template' highlighted.

EA Test Supplier1 | Feedback | Help | Logout

EA Test Supplier 1 ▾
EA99009097559, Basic Package
Enter a short description to reach
Company Profile
vert **Account Settings**
Customer Relationships
Users
Notifications
Account Hierarchy

Account Settings
Customer Relationships | Users | Notifications
Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:
 Automatically accept all relationship requests
 Manually review all relationship requests
Update

Pending

Customer	Requested Date ↓
No items	

Approve | Reject

Current

Customer	Supplier Information Portal
EA Buyer 02	Supplier Information Portal

Testing
All suppliers transacting through the Ariba Supplier Network using one of the following:
• cXML Transactions
• EDI Transactions
• PO Flip
Testing will take place beginning of September 2011

Catalogs
CIF template: [CIF template](#)
Recorded Webinar CIF (Français) : [Recorded CIF webinar \(français\)](#)
Presentation CIF (Français) : [Presentation CIF](#)

Presentation PunchOut (Français) : [Presentation PunchOut catalogues \(Français\)](#)
Recorded webinar PunchOut (Français) : [Recorded Punch-out \(français\)](#)
Presentation PunchOut (English) : [PunchOut \(anglais\)](#)
Recorder webinar PunchOut (English) : [PunchOut \(English\)](#)

UNSPSC Codes 09.05 : UNSPSC 09.05 (equivalent ECCMA 13.5)

The CIF Catalog Template

The **red fields** shown in the catalog template are mandatory fields (data for these fields must be added).

- Do not do a word wrap in a field (alt + enter)
- Do not delete or add columns to the CIF file
- Do not delete DATA and ENDOFDATA
- Before uploading your catalog, do not forget to remove colors and other comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CIF_V3.0													
2	CHARSET:	UTF-8												
3	LOADMODE:	F												
4	CODEFORMAT:	UNSPSC_V13.5												
5	CURRENCY:	USD												
6	SUPPLIERID_DOMAIN:	NetworkID												
7	ITEMCOUNT:	6												
8	TIMESTAMP:	11/01/2011												
9	UNUCOM:	TRUE												
10	COMMENTS:	Apply comment on here												
11	FIELDNAMES: Supplier	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Cod	Unit Pric	Unit of Meas	Lead Time	Manufacturer Name	Supplier URL	Manufacturer URL	Market Price	Supplier Part Auxiliary ID	Language
12	DATA													
13	AN09067477712	NEBB7703S-IPAK	B7703S	Blue Loading Buffer Pack	41106516	151.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
14	AN09067477712	NEBB7011S-25.0ML	B7011S	CDP-Star Dilution Buffer (25X)	41106516	103.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
15	AN09067477712	NEBB6030S-2.5ML	B6030S	CK1 Reaction Buffer	41106516	151.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
16	AN09067477712	NEBN3233S-1VL	N3233S	Low Molecular Weight DNA La	41106605	247.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
17	AN09067477712	NEBN0350S-1VL	N0350S	Low Range PFG Marker	41106605	553.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
18	AN09067477712	NEBT0500V-1EA	T0500V	Mini Essential	41105601	393.2	EA	10	NEB	http://www.sigmaaldrich.com/	http://www.neb.com/net			Chinese CN
19	ENDOFDATA													
20														
21														
22														
23														
24														

The Header Description

There are only 3 fields to modify in the header: the **Currency**, the **Itemcount** and the **Timestamp**. All the other fields are predefined and should not be modified.

CIF_I_V3.0: Specifies the catalog format (CIF 3.0), do not change this value.

CHARSET: UTF-8 Specifies the data coding type, do not change this value.

LOADMODE: F Full mode - CIF_I_V3.0 supported by Ariba Applications.

CODEFORMAT: Used in the field SPSC Code. Specifies the articles coding (UNSPSC: United Nations Standard Products and Services Code).

CURRENCY: Specifies the currency used for the prices. The value USD is here by default and could be changed for EUR.

SUPPLIERID_DOMAIN: Specifies the domain used for the supplier's identity (NetworkID : identification number of the supplier on the Ariba Network)

ITEMCOUNT: Specifies the number of items of the catalog. You have to put here the number of references that your catalog contains.

TIMESTAMP: You have to put here the date when you have created your catalog. For example 15/03/2011

UNUOM: If TRUE, the unit of measure that will be used will be UNUOM (United Nations Unit of Measure), if FALSE the ANSI unit of measure will be used (Ariba recommends to use UNUOM).

COMMENTS: This field is optional, you can add here comments related to your catalog.

CIF_I_V3.0	
CHARSET:	UTF-8
LOADMODE:	F
CODEFORMAT:	UNSPSC_V13.5
CURRENCY:	USD
SUPPLIERID_DOMAIN:	NetworkID
ITEMCOUNT:	6
TIMESTAMP:	11/01/2011
UNUOM:	TRUE
COMMENTS:	Any comment go here

Data

Enter the data in the corresponding fields. Please make sure that the data does not exceed the maximum number of characters.

1 Supplier ID

Description: Enter your supplier identification number on the Ariba Network

Type of data : String

Maximum length: 255

Mandatory: **Yes**

Example: AN09067477712

Note: If you publish the catalog in your test account, add the suffix -T to your ANID

2 Supplier Part ID

Description: Identification number of the supplier's article
It is necessary to assign an unique code for every item of the catalog

Type of data: String

Maximum length: 255

Mandatory : **Yes**

Example: "2772882"

ITEMCOUNT:	6		
TIMESTAMP:	11/01/2011		
UNUOM:	TRUE		
COMMENTS:	Any comment goes here		
FIELDNAMES:	Supplier ID	Supplier Part ID	Manufacturer Part ID
DATA			Item
AN09067477712	NEBB7703S-1PAK	B7703S	Blue
AN09067477712	NEBB7011S-25.0ML		CDP
AN09067477712	NEBB6030S-2.5ML		CK1
AN09067477712	NEBN3233S-1VL	N3233S	Low
AN09067477712	NEBN3233S-1VL		Low
AN09067477712	NEBT0500V-1EA	T0500V	Mini
ENDOFDATA			

3 Manufacturer Part ID

Description: Manufacturer's identification number of the item

Type of data : String

Maximum length : 255

Mandatory : **No**

Example: TTSIBM412CID

Data

4 Item Description

Description: Description of the product or service
Description must be as clear as possible (model, type, color, etc.). Please write a text without manual line brakes; in a format of the continuous text.

Type of data : String

Maximum length : 2000

Mandatory : **Yes**

Example: "Printer, Laser, A4, Epson Stylus Color 740"

ID	Item Description	SPSC Code	Unit Price	Unit
	Blue Loading Buffer Pack	41106516	151.2	EA
	CDP-Star Dilution Buffer (25X)	41106516	103.2	EA
	CK1 Reaction Buffer	41106516	151.2	EA
	Low Molecular Weight DNA La	41106605	247.2	EA
	Low Range PFG Marker	41106605	559.2	EA
	Mini Essential	41105601	399.2	EA

5 SPSC Code

Description: Classification of the products and services according to the UNSPSC codes
Supported are all UNSPSC versions until v.13.5 and until level 4 of UNSPSC codes. Example 45678900 (level 3) and 45678923 (level 4).

Type of data: String

Maximum length: 40

Mandatory: **Yes**

Example: 34101004

Note: The version 13.5 of the UNSPSC codes list is available in your Supplier Information Portal.

6 Unit Price

Description: Unit price negotiated with the customer

Type of data: Decimal

Mandatory: **Yes**

Example: 4.32

Note: Attention ! In order to separate the integer from the decimal, you must use the dot and not the comma.

Data

7 Unit of measure

Description: Unit of measure related to the unit price

Type of data: String

Maximum length: 32

Mandatory: **Yes**

Example: BX

Note: A file containing the Units of measure is available in your Supplier Information Portal

Unit Price	Unit of Measure	Lead Time	Manufacturer Name	Supplier
1.2	EA	10	MANUFACTURER	http
3.2	EA		MANUFACTURER	http
1.2	EA			http
7.2	EA	2	MANUFACTURER	http
9.2	EA			
9.2	EA		MANUFACTURER	

8 Lead Time

Description: Delivery time of the products or services (number of working days)

Type of data: Integer

Maximum length: 40

Mandatory: **No**

Example: 1

9 Manufacturer Name

Description: Name of the manufacturer

Type of data: String

Maximum length: 255

Mandatory : **No**

Example : Dupont SARL

Data

10 Supplier URL

Description: URL of the supplier's article in the catalog (static page) Type of data: String

Maximum length: 255

Mandatory: **No**

Example:

<http://www.supply.com/catalog/product18.htm>

Var	Supplier URL	Manufacturer URL	Market Price	Supp
ER	http://supplier.com/catalog/product15.htm	http://manufacturer.com/catalog2/product12.htm	200	
ER	http://supplier.com/catalog/product18.htm	http://manufacturer.com/catalog2/product1.htm		
ER	http://supplier.com/catalog/product136.htm			
ER	http://supplier.com/catalog/product2.htm	http://manufacturer.com/catalog2/product20.htm		
ER		http://manufacturer.com/catalog2/product280.htm		

11 Manufacturer URL

Description: URL of the manufacturer's article in the catalog (static page)

Type of data: String

Maximum length: 255

Mandatory: **No**

Example: <http://www.manu.com/catalog/product18.htm>

12 Market Price

Description: Specifies the item's market price

Type of data: Decimal

Mandatory: **No**

Data

13 Supplier Part Auxiliary ID

Description: Uniquely identifies a single article
For example, articles written in multiple languages
or available in multiple units of measure
Type of data: String

Maximum length: 255

Mandatory: **No**

Note: If any articles have the same reference (Supplier Part ID column), this column allows you to differentiate them

14 Language

Description: Specifies the language used to describe the article

Type of data: String

Maximum length: 255

Mandatory: **No**

Note: A file containing the languages codes is available from the Help button of your account

Price	Supplier Part Auxiliary ID	Language	Currency	Sho
200		En_US	USD	
		En_US	USD	
	V1	En_US	USD	Low
	V2			Low
		En_US	USD	

15 Currency

Description: Specifies the currency used for the prices, this value overrides CURRENCY key in the header

Type of data: String

Maximum length: 32

Mandatory: **No**

Example: EUR

Data

16 Short Name

Description: Short description of the item. Please write a text without manual line brakes; in a format of the continuous text.

Type of data: String

Maximum length: **50 characters**

Mandatory: **No**

Note: if it is left blank, the first 50 characters of the Item Description column will automatically fill the Short Name area

Short Name	Image	Thumbnail
	image1.jpg	thumbnail1.gif
	image2.jpg	thumbnail2.gif
Low Molecular Weight DNA Ladder	https://supplier/product2/image5.htm	
Low Range PFG Marker	https://supplier/product2/image6.htm	

17 Image

Description: URL of the item's visual or name of the image in the zip file

Supported image formats : .JPG, .JPEG, .GIF, .PNG, .BMP

Type of data: String

Maximum length: 255

Mandatory: **No**

Note:

- **Image size: 90 KB**
- **Resolution : 250 x 250 pixels for static image 500 x 500 pixels for images via url**

- **The names of your image files must be identical to the names you added in the images column of the CIF Template (capital letters included) and with extension (no text or quotes)**
- **Static images should be sent in a zip file to your Ariba Catalog Expert**
- **Every mistake will lead to the refusal of the file**

18 Thumbnail

Description: Icon of the product visible in the customer's site. (Can be different from the product's image)

Type of data: String

Maximum length: 255

Mandatory: **No**

Note: Resolution of 80 x 80 pixel recommended. Same formats supported as the image. If it is left blank, the image will appear in a smaller size

Data

19 Territory Available

This is a required field by Atmus in order to ensure that catalog is loaded for the correct region

Short Name	Territory Available
	US

20 List of the territory Available by regions

List of Territory Available description codes by country

Code	Country	Code	Country
AU	Australia	JP	Japan
BE	Belgium	KR	Korea
BR	Brazil	MX	Mexico
CN	China	NG	Nigeria
CO	Colombia	SA	South Africa
DE	Germany	SG	Singapore
FR	France	TR	Turkey
GA	Ghana	UK	United Kingdom
IN	India	US	United State

Data

19 Expiration Date

Description: Date for the end of availability of the item. It must be in the future.

Format: **YYYY-MM-DD**

Type of data: String (no Date format)

Mandatory: **No**

Expiration Date	Effective Date
2015-11-14	2014-11-14
2015-11-14	2014-11-14
2015-11-14	2014-11-14
2015-11-14	2014-11-14
2015-11-14	2014-11-14

20 Effective Date

Description: Effective Date for the start of availability of the item. It must be in the future.

Format: **YYYY-MM-DD**

Type of data: Text String (no Date format)

Mandatory: **No**

Review the mandatory fields that have been filled

Field name Th	Mandatory / Optional	Type of data	Maximum length
Supplier ID	Mandatory	String	255
Supplier Part ID	Mandatory	String	255
Manufacturer Part ID	Optional	String	255
Item Description	Mandatory	String	2000
SPSC Code	Mandatory	String	40
Unit Price	Mandatory	Decimal	The number of digits displayed to users is determined by each buying organization. As a default at least four digits to the right of the decimal point are supported by procurement applications.
Unit of Measure	Mandatory	String	32
Lead Time	Optional	Integer	40
Manufacturer Name	Optional	String	255
Supplier URL	Optional	String	255
Manufacturer URL	Optional	String	255
Market Price	Optional	Decimal	The number of digits displayed to users is determined by each buying organization. As a default at least four digits to the right of the decimal point are supported by procurement applications.
Supplier Part Auxiliary ID	Optional	String	255
Language	Optional	String	255
Currency	Optional	String	32
Short Name	Optional	String	50
Territory Available	Mandatory	String	No case sensitive
Image	Optional	String	255
Thumbnails	Optional	String	255
Expiration Date	Optional	String	YYYY-MM-DD
Effective Date	Optional	String	YYYY-MM-DD



Uploading and Publishing a Catalog on the Ariba Network



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Publication of Catalog on the Ariba Network

- Your catalog on Ariba Network must first be created in your TEST account.
- You will load your catalog on your production account only after publication and validation of the catalog in your TEST account.

1 Access your Ariba Network account

Go to: <http://supplier.ariba.com>

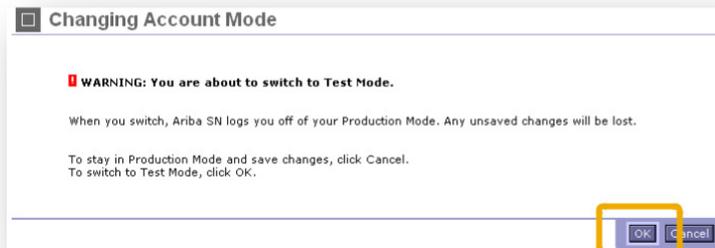
Enter your **Username & Password** and click **Log In** to access your Production account.



2 Switch to your Test Account

At User Navigator click Switch to Test Account.

Click OK.



Publication of Catalog on the Ariba Network

3 Catalogs tab

Be sure you are in your Ariba Network Supplier Test account and click the **Catalogs tab** on your Home Dashboard.

The Catalogs page is displayed.

4 Create your Catalog

Click on the button **Create Standard**.

The screenshot shows the Ariba Network Home Dashboard. The navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Catalogs' tab is selected. A 'Test Mode' button is highlighted in the top right. A 'Test account' label with an arrow points to the 'EA Test Supplier 1 ...' dropdown menu. The main content area shows 'Profile Completeness' at 45%, a search bar, and an 'Alerts and Messages' section.

The screenshot shows the Ariba Network Catalogs page. The 'Create Standard' button is highlighted in a yellow box. The page shows a table with columns for Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The table is currently empty, showing 'No items'.

Publication of Catalog on the Ariba Network

5 Catalog Details

Enter information about your CIF Catalog.

The Catalog Administrator of the Buying organization can identify your catalog from each of these fields on the Ariba Network:

- **Catalog Name:** ex. Supplier_Customer_Country
- **Description:** Describe briefly the content of your catalog.
- **Commodities:** The UNSPSC code corresponding to the items' family/group of your catalog. Your customer might request to add a specific UNSPSC/ECLASS/Custom code. If not, you will have to choose the most representative code as only one value is accepted.

Click **Next**.

Create a New Catalog

1 Details
2 Subscriptions
3 Content

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.
* indicates required field

* Catalog Name:

Created By: EA Test Supplier4
Date Created: Wednesday 16 May 2012 3:58 PM GMT+02:00
Description:

Characters left: 1000

The maximum number of characters allowed is 1000, including spaces.

Commodities: ⓘ

Description
No items

Delete Add

Next Exit

Publication of Catalog on the Ariba Network

6 Catalog Subscriptions

Select **Private** and select Atmus in your customers' list.

Note: If Atmus is not part of the customer list, it means that the customer relationship has not been accepted yet on the Ariba Network.

Click on **Next**.

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES EA Test Supplier4 Help Logout

ARIBA NETWORK Test Mode EA Test Supplier 4 ... EA99009097581-T, Basic Package

Create a New Catalog

- 1 Details
- 2 Subscriptions
- 3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your ...

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: **Private** - Only the selected customers that have a trading relationship with you can view and receive the catalog
 Public - All customers can view the catalog. Customers that have a trading relationship with you can also receive the published catalog

Customers		
Customers ↑	Catalog Validation Rules	Validation Status for Version 1
<input checked="" type="checkbox"/> EA Buyer 01 - TEST	View	Pending Validation

Previous Next Exit

Publication of Catalog on the Ariba Network

7 Catalog Content

Select your catalog in clicking on **Browse** and click on **Validate and Publish**.

Note: Ariba Network support an Excel file (zipped or unzipped format) up to 1 MB. If your file is bigger, you must convert it into a .cif file (see next slides).

Create a New Catalog

1 Details
2 Subscriptions
3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip).To download the ...

Previous Exit

Upload Your Catalog File

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Manage content for your catalogs. Download and edit these catalog files.

Template File

[CIF 3.0 Catalog Excel Template](#)

CIF and CXML Example Files

[CIF 2.1 Catalog Example](#)
[CIF 3.0 Catalog Example](#)
[CIF 3.0 Services Example](#)
[CXML Example](#)

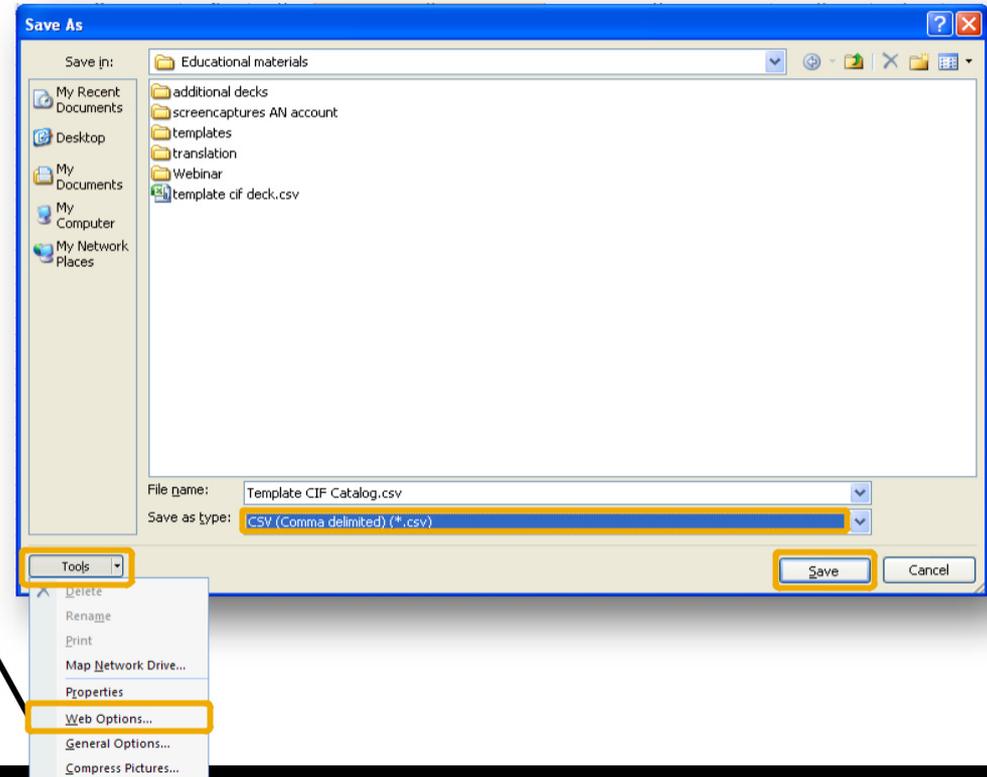
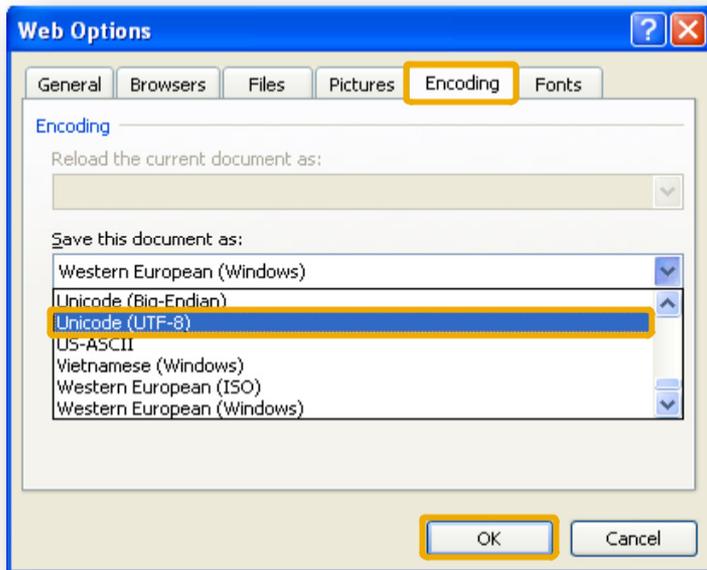
Notes:

1. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. The maximum size of catalogs in Excel format, either compressed with a zip utility or uncompressed, is 1MB.
2. Use a zip utility to compress any catalog file in CIF or cXML format larger than 10MB before uploading it. Zipped files must have a .ZIP file extension. To download a free trial version of WinZip, go to <http://www.winzip.com>.
3. For Japanese catalogs, Shift_JIS encoding does not include some extended Japanese characters. To make the greatest number of types of characters available, use UTF-8 or MS932 encoding.

Convert your Excel file into .csv file

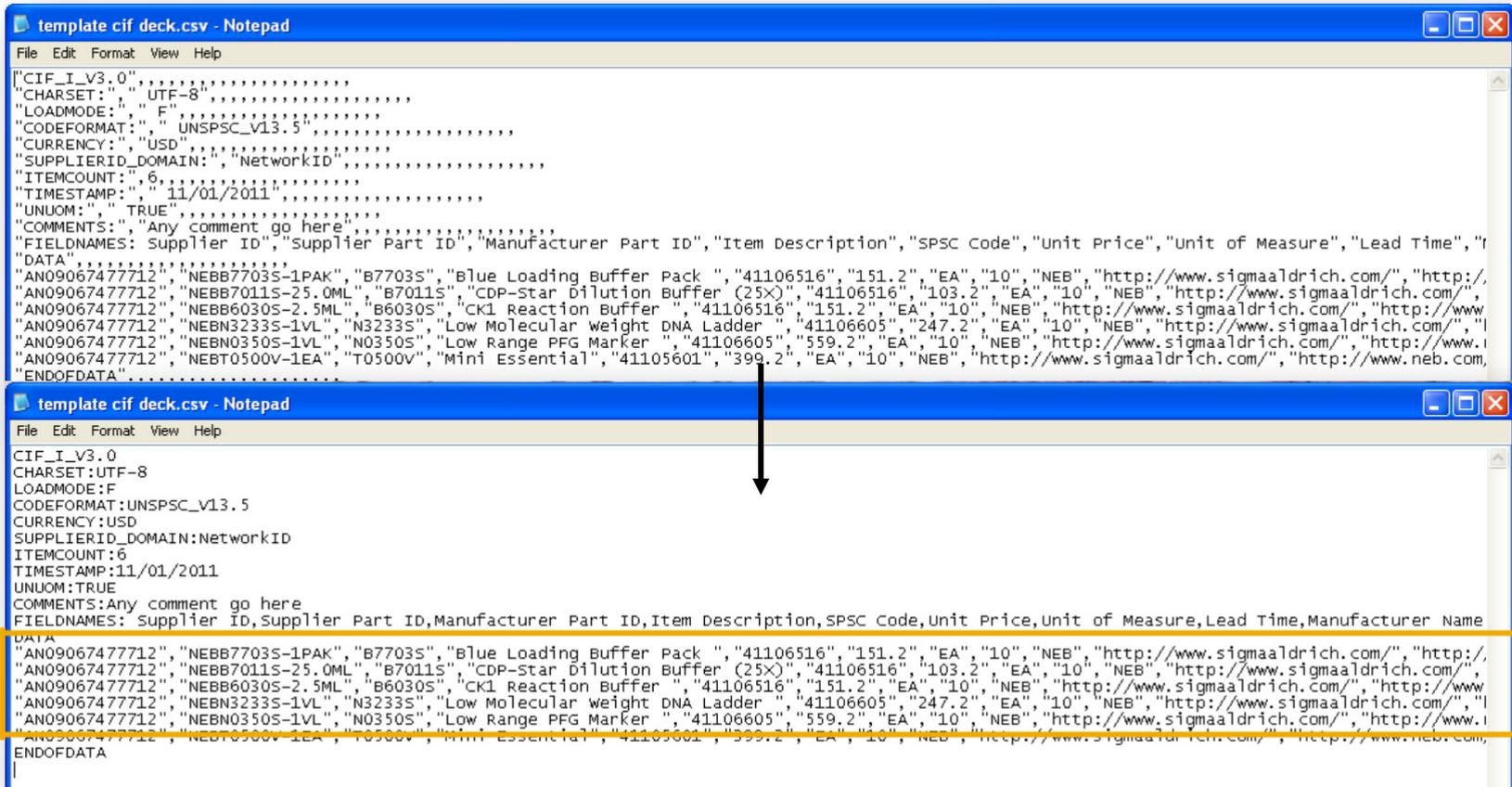
If your file exceeds 1 MB, you must convert it into .cif format to be able to upload your CIF Catalog on your account.

- First, convert the Excel file into .csv format : Open your template, select Save As option. On the pop up window click on **Tools** and select **Web Options**. In the Web Options window, click on the **Encoding** tab and select **Unicode (UTF-8)**. Save the file as **CSV file** then click OK.
- Save the template.



Convert your .csv file into .cif file

- Once your template is a CSV file, open it with Notepad ++ and delete all the commas and quotation marks from the header, before and after DATA and ENDOFDATA lines and quotation marks in the FIELDNAMES line but **do not modify data lines**, save it once it is done.
- Then **rename the file with the extension .cif** (instead of .csv): Ex. Template cif deck.cif.
- One CIF file cannot exceed 95 MB



DO NOT
change
the DATA
lines

Validation of the Catalog

- The validation process can take several minutes depending on the size of the catalog. You have the ability to load other catalogs while the Ariba Network is already in the process of validating. To see the status of the catalog, click on the button **Refresh**.
- Once the validation process is completed, the status of the catalog changes from **Validating** to any of the following statuses (please see next slide).

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on Help@Ariba. View catalog ...

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
Kaiser Foundation Hospitals - TEST	Test Catalog for APC - JG20110714	1	DemoCIFCatalog.xls	CIF3.0	891 B	Private	Seb Sussman	14 Jul 2011	1 Errors Found by Ariba Network	
Ariba, Inc. - GSO SG P2P Sandbox- test	Test - MW	1	Sample CIF template.xls	CIF3.0	2 KB	Private	Seb Sussman	22 Jun 2011	Validated by Customer	24 Jun 2011
Ariba, Inc. - GSO SG P2P Sandbox- test	Partial	1	PARTIAL ITEMS Partial item BUSINESS V5.cif	CIF3.0	1 KB	Private	Seb Sussman	23 May 2011	1 Validation Errors Found by Customer	23 May 2011
Ariba, Inc. - GSO SG P2P Sandbox- test	Flagga test	1	Kopia av LM CIF template.CIF	CIF3.0	1 KB	Private	Seb Sussman	8 Mar 2011	6 Validation Errors Found by Customer	24 Mar 2011
Ariba, Inc. - GSO SG P2P Sandbox- test	MULTI suppl	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Validated by Customer	24 Mar 2011
Ariba, Inc. GSO Sandbox SAP - TEST	MULTI suppl	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Activated	27 Jan 2011
Ariba, Inc. GSO Sandbox_PS - TEST	MULTI suppl	1	MULTI SUPPL.cif	CIF3.0	2 KB	Private	Seb Sussman	26 Jan 2011	Pending Buyer Validation	
Ariba, Inc. - GSO SG P2P Sandbox- test	Test Punch out	1	1667445Punchout.cif	CIF3.0	568 B	Private	Seb Sussman	20 Dec 2010	1 Validation Errors Found by Customer	19 Oct 2011
Ariba, Inc. - TEST	Test Punch out	1	1667445Punchout.cif	CIF3.0	568 B	Private	Seb Sussman	20 Dec 2010	Pending Buyer Validation	
Ariba, Inc. GSO Sandbox_PS - TEST	Test Punch out	1	1667445Punchout.cif	CIF3.0	568 B	Private	Seb Sussman	20 Dec 2010	Pending Buyer Validation	
Ariba, Inc. - GSO SG P2P Sandbox- test	Sub Sync Test2	2	CSI_CIFtemplate.xls	CIF3.0	2 KB	Private	Seb Sussman	21 Apr 2010	Published	21 Apr 2010
Ariba, Inc. - GSO SG P2P Sandbox- test	Sub Sync Test2	1	CSI_CIFtemplate.xls	CIF3.0	2 KB	Private	Seb Sussman	21 Apr 2010	Validated by Customer	21 Apr 2010
None	OND Test supplier catalog	1	ASN_TestSupplier.xls	CIF3.0	4 KB		Seb Sussman	8 Dec 2008	1 Errors Found by Ariba Network	

Validation of the Catalog

Catalog Status	Definition
Validating	Catalog is in the process of being validated against the Ariba Network high-level syntactic and semantic validations.
Published	The catalog has been published to customers application manually loading catalogs. The Ariba Network sends an email notification to your customer informing them your company has published a catalog.
# Errors Found by Ariba Network	The catalog failed during Ariba Network high-level validation. The Ariba Network checks the catalog for syntactic and semantic errors. The network will also conduct a high-level validation of UNSPSC and Units of Measure codes, and checks for zero price values. These errors must be corrected first before the catalog can begin customer-specific validation rules. To view details of the error, click the “# Validation Errors Found by Ariba Network” link for this catalog on the catalog dashboard and view details of the error message within your Ariba Network account.
# Validation Errors Found by Customer	The catalog failed during validation of customer-specific rules in the Ariba Buyer Procurement application. During validation, the Ariba Buyer Procurement application validates the catalog against customer-specific validation rules. The catalog did not meet the customer’s catalog rules and validation failed. To view details of the error, click the “# Validation Errors Found by Customer” link for this catalog on the catalog dashboard and view details of the error message by punching in to the Ariba Buyer Procurement application.
Pending Buyer Validation	The catalog is uploaded successfully in the Ariba Buyer Procurement application and is pending validation.
Validated by Customer	The catalog is successfully uploaded in the Ariba Buyer Procurement application, passing validation, but not yet approved by the customer.
Approved	The catalog has been approved by the customer during the approval process.
Rejected	The catalog has been denied by the customer during the approval process.
Activated	The catalog is activated and available to users in the Ariba Buyer Procurement application.
Deactivated	A catalog version activated earlier is now deactivated. Catalogs can change statuses from Activated to Deactivated states and back.
Deleted	The catalog has been deleted by the customer in the Ariba Buyer Procurement application.
Changed	The customer made some changes to the catalog

Errors Found

8 Catalog Errors

If errors are found, you must review and correct them before continuing the process. There are two different types of errors:

- Errors Found by Ariba Network
 - Errors Found by the Customer
- Click on the **red link** for more details.

Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on [Help@Ariba](#). View catalog validation rules for Procure- ...

Catalogs	Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
	Ariba, Inc. - GSO SG P2P Sandbox- test	TEST_CATALOG_FOR_TRAINING	1	Test CIF errors new SG.cif	CIF3.0	2 KB	Private	Seb Sussman	6 Dec 2011	13 Errors Found by Ariba Network	
	Ariba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	5	ASN_TestSupplier_GSO_Sandbox_fixed.cif	CIF3.0	3 KB	Private	Seb Sussman	22 Nov 2011	Validated by Customer	22 Nov 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	4	Ericsson - Nov 14 - 2011_Ariba...xls	CIF3.0	4 KB	Private	Seb Sussman	22 Nov 2011	18 Validation Errors Found by Customer	22 Nov 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	3	Ericsson - Nov 14 - 2011_Ariba...xls	CIF3.0	4 KB	Private	Seb Sussman	22 Nov 2011	1 Errors Found by Ariba Network	
	Target - TEST	JGonzalski Test 20111027 - UVWXYZ	8	TestCatalog3.cif	CIF3.0	1 KB	Private	Seb Sussman	8 Nov 2011	Validated	
	Ariba, Inc. - GSO SG P2P Sandbox- test	Sub_Sync_Test2	5	CSI_CIFtemplate.cif	CIF3.0	2 KB	Private	Seb Sussman	20 Oct 2011	1 Validation Errors Found by Customer	20 Oct 2011
	Ariba, Inc. - GSO SG P2P Sandbox- test	Dawn Test Catalog	1	ASN_TestSupplier_GSO_Sandbox.cif	CIF3.0	3 KB	Private	Seb Sussman	28 Oct 2011	Deleted	21 Nov 2011

View/Edit Test Delete | Create Standard Create Punchout Only Refresh

Page 1

How to Correct Errors Found by Ariba Network

9 Catalog Errors

Find the lines with detailed description of errors in the catalog in the tab 3 – **Errors**:

The screenshot shows the Ariba Network interface for editing a catalog. The top navigation bar includes 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES', 'EMEA Administrator', 'Help', and 'Logout'. The main header displays 'ARIBA NETWORK' and 'EMESupplierEnablement AN01011755460, Basic Package'. On the left, a sidebar titled 'Edit a Catalog' has four tabs: '1 Details', '2 Content', '3 Errors' (highlighted with a yellow border), and '4 Subscriptions'. The main content area shows a message: 'The catalog file contains errors. To fix the error, upload a new catalog file or click the item in the Error Description column, or the Line Number in Your ...'. Below this is a link 'Upload new catalog file.' and a table titled 'Catalog Validation Errors'. The table has columns for 'Description', 'Field', 'Line Number in Your Catalog File', and 'Customer'. One error is listed: 'Number of actual items (6) does not match ITEMCOUNT: 4' with the field 'Catalog Header'. Navigation buttons 'Previous', 'Next', and 'Exit' are present at the top and bottom of the error table.

Description ↑	Field	Line Number in Your Catalog File	Customer
<u>Number of actual items (6) does not match ITEMCOUNT: 4</u>	Catalog Header		

How to Correct Errors Found by Customer

10 Catalog Errors

The errors will be described on the Procurement site of the customer in the section **All Messages**.

Catalogs - View Errors

Review the catalog errors. Click on the count against each severity to view the error details. You can view the errors in the summarized or detailed form ... ▾

[Back](#) [View Catalog Validation Rules](#) [Comparison Report](#)

Summary

Severity	Count	Description
Fatal Error	0	The catalog file cannot be processed and requires a reload.
Error	1	Items in the catalog file have failed some validation rules. The catalog cannot be published until the errors are resolved.
Warning	0	Items in the catalog have minor errors. The catalog will still be published with the errors.
Informational	0	Informational messages. The catalog will be published.

All Messages [List All](#) Error Display: **Summarized** ▾

<input type="checkbox"/> Error Severity ↑	Error Description	Occurrences
<input type="checkbox"/> Error	The value for the field Price is incorrect. The expected value should be In the range [0] to [45]	1

[L](#) [Email Errors](#)



Update a CIF Catalog



ARIBA®

An SAP Company

Update a Catalog: Download the Previous Version

- **The supplier is responsible for updating their catalog** on the Ariba Network.
- To update the content of their catalog, the supplier must download the catalog file (CIF Template) from their Ariba Network account.

11

Select the catalog Name you want to update and click on **View/Edit**.

The screenshot shows the 'Catalogs' dashboard in Ariba. At the top, there is a header 'Catalogs' and a sub-header 'Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on ...'. Below this is a table with columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The first row is highlighted in yellow and has a red checkmark icon in the Customer Name column. The 'View/Edit' button in the bottom toolbar is highlighted with a red box.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test Cat	2	CIFCostUneed.xls	CIF3.0	704 B	Public	Marlene Cost	12 Aug 2011	Published	
None	Test Cat	1	CIFCostUneed.xls	CIF3.0	957 B	Public	Marlene Cost	12 Aug 2011	4 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 1 2	2	template_1DAVIDE.xls	CIF3.0	190 KB	Private	Marlene Cost	25 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 1 2	1	template_1DAVIDE.xls	CIF3.0	190 KB	Private	Marlene Cost	16 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 2	2	template_1.xls	CIF3.0	219 KB	Private	Marlene Cost	16 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 2	1	template_1.xls	CIF3.0	219 KB	Private	Marlene Cost	16 Aug 2011	1 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 22	1	template_2.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	Published	
Ariba Buyer Test Anna	test 3	1	template_3.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	4 Errors Found by Ariba Network	

View/Edit Test Delete Create Standard Create Punchout Only Refresh

Update a Catalog: Download the Previous Version

12

Click on the **Content** tab and on the button **Download Catalog File**.

View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog is ...

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time
1	AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1
2	AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1
3	AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1
4	AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1
5	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1

Update a Catalog: Download the Previous Version

- Save the CIF Catalog on your computer, either in .cif or .xls format, and update the template.
- Click on **Exit** once it is downloaded.
- Update your catalog file and save it on your desktop.

The screenshot displays the 'Edit a Catalog' interface. On the left, a sidebar contains a navigation menu with four items: '1 Details', '2 Content', '3 Errors', and '4 Subscriptions'. The 'Content' item is highlighted. The main area shows a message: 'You can download the catalog to your local machine, in one of the available formats by clicking the appropriate 'Download' button. ...'. Below this, there are two sections: 'CIF DOWNLOAD' and 'EXCEL DOWNLOAD'. The 'CIF DOWNLOAD' section includes a table with the following data: Created at: Thursday 25 Aug 2011 7:26 AM GMT-07:00, Size: 190 KB, Type: CIF3.0, and Status: Ready. A 'Download as CIF' button is highlighted with a yellow box. The 'EXCEL DOWNLOAD' section includes a paragraph of instructions: 'Click 'Convert to Excel' to convert the catalog file to Excel format. Then click 'Refresh Status' to update the conversion status. When the catalog is ready you can download the converted Excel file.' Below this, there is a table with the following data: Created at: (empty), Size: (empty), Type: Excel, and Status: (empty). A 'Convert to Excel' button is highlighted with a yellow box. At the bottom of the interface, there are 'Previous' and 'Exit' buttons. A yellow box highlights the 'Exit' button at the top right, and another yellow box highlights the 'Exit' button at the bottom right. A black arrow points from the 'Convert to Excel' button to the 'Download as CIF' button.

Update a Catalog: Upload the New Version

- Once the CIF template is updated, re-upload the new file as a new version of the CIF Catalog.
- DO NOT CREATE A NEW CATALOG:** Use the same catalog name as the previous version when you publish an update of the catalog in order that it is considered as a new version and not as a new catalog.

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Click on the **Catalog Name** of the previous version , then go to the Content tab and click on **Upload Catalog File**

The screenshot shows the 'Edit a Catalog' interface. On the left, there is a sidebar with three tabs: 'Details', 'Content', and 'Subscriptions'. The 'Content' tab is selected and highlighted with a yellow border. At the top of the main area, there is a navigation bar with buttons: 'Previous', 'Create New Version', 'Upload Catalog File' (highlighted with a yellow border), 'Download Catalog File', 'Update Header Data', and 'Exit'. Below the navigation bar, there is a text prompt: 'View and edit the contents of a catalog. Add or remove items from a catalog. To replace the existing catalog file, click Upload Catalog File. This catalog is ...'. The main area contains a table titled 'Content Items' with the following columns: Item No., Supplier ID, Supplier Part ID, Manufacturer Part ID, Item Description, SPSC Code, Unit Price, Unit of Measure, and Lead Time. The table contains five rows of data.

Item No.	Supplier ID	Supplier Part ID	Manufacturer Part ID	Item Description	SPSC Code	Unit Price	Unit of Measure	Lead Time
1	AN09067477712	2772882	TTSIBM412CID	4-Line System Phone with Headset and Caller ID	43191504	45.24	EA	1
2	AN09067477712	2772967	IDG076450049X	Excel 97 for Dummies Quick Reference Book	55101509	19.99	EA	1
3	AN09067477712	2772276	IDG076458722	Blue Ballpoint Pens, Disposable	44121704	5.45	DZN	1
4	AN09067477712	2772981	IDG076450052X	Manilla Folders, Tabbed 3 Position	44122011	19.99	GRO	1
5	AN09067477712	2772985	IDG07645762	Stapler, Swingline 405, Black	44121615	4.95	EA	1

Update a Catalog: Upload the New Version

14

Browse the new catalog file and click on **Validate and Publish**.

Edit a Catalog

1 Details
2 **Content**
3 Subscriptions

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click ...

Upload Your Catalog File

Browse...

! After you click Validate and Publish, do not use your Web browser until your catalog is finished uploading. Large catalogs can take several minutes to upload.

Validate and Publish

Manage content for your catalogs. Download and edit these catalog files.

Template File

[CIF 3.0 Catalog Excel Template](#)

CIF and cXML Example Files

[CIF 2.1 Catalog Example](#)
[CIF 3.0 Catalog Example](#)
[CIF 3.0 Services Example](#)
[cXML Example](#)

Notes:

1. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. The maximum size of catalogs in Excel format, either compressed with a zip utility or uncompressed, is 1MB.
2. Use a zip utility to compress any catalog file in CIF or cXML format larger than 10MB before uploading it. Zipped files must have a .ZIP file extension. To download a free trial version of WinZip, go to <http://www.winzip.com>.
3. For Japanese catalogs, Shift_JIS encoding does not include some extended Japanese characters. To make the greatest number of types of characters available, use UTF-8 or MS932 encoding.

Previous Exit

Update a Catalog: A New Version is Created

Your catalog has been updated, it has now 2 versions. The latest one is the only one available for modifications. To access previous versions, you must delete the more recent versions first.

Note: When a catalog has several versions, you can delete all of them (**Delete > All versions**) or only delete the latest version by selecting the catalog and clicking on **Delete > Latest Version Only**.

The screenshot shows the SAP Catalogs dashboard. At the top, there is a header "Catalogs" and a sub-header "Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). The Excel catalog template is available on ...". Below this is a table with the following columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The table contains several rows, with the row for "Ariba Buyer Test Anna" and "test 22" version 2 highlighted in yellow. A dropdown menu is open under the "Delete" button, showing "Latest Version Only" and "All Versions" options. The "Delete" button is highlighted in yellow, and a yellow box surrounds the "test 22" version 2 row. A black arrow points to the "Delete" button, and another black arrow points to the "Latest Version Only" option in the dropdown menu.

Customer Name	Catalog Name	Version	File Name	Type	Size	Visibility	Created By	Date Created	Status	Date Status Received
None	Test_Cat	2	CIFCostUneed.xls	CIF3.0	704 B	Public	Marlene Cost	12 Aug 2011	Published	
None	Test Cat	1	CIFCostUneed.xls	CIF3.0	957 B	Public	Marlene Cost	12 Aug 2011	4 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 1 2	2	template_1DAVIDE.xls	CIF3.0	190 KB	Private	Marlene Cost	25 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 1 2	1	template_1DAVIDE.xls	CIF3.0	190 KB	Private	Marlene Cost	16 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 2	2	template_1.xls	CIF3.0	219 KB	Private	Marlene Cost	16 Aug 2011	100 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 2	1	template_1.xls	CIF3.0	219 KB	Private	Marlene Cost	16 Aug 2011	1 Errors Found by Ariba Network	
Ariba Buyer Test Anna	test 22	2	template_3.cif	CIF3.0	4 KB	Private	Marlene Cost	9 Nov 2011	Published	
Ariba Buyer Test Anna	test 22	1	template_2.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	Published	
Ariba Buyer Test Anna	test 3	1	template_3.xls	CIF3.0	4 KB	Private	Marlene Cost	16 Aug 2011	4 Errors Found by Ariba Network	

Buttons: View/Edit, Test, Delete, Create Standard, Create Punchout Only, Refresh

Dropdown menu: Latest Version Only, All Versions

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